

POLICY NO. 30-212

DATE: November 27, 2007

SUBJECT: DISCONNECT SWITCH INTERBASE

I. PURPOSE

Whenever a member does not pay their account to the Cooperative Inc., the other members must assume this loss in their own billings. Prudent business operation then requires that every effort be made on a systematic basis to keep account(s) current.

II. POLICY CONTENT

Guidelines for installing a Disconnect Switch Interbase on a meter.

III. PROCEDURES:

The following practices and procedures shall apply to the provisions of the policy:

The cause for installing a Disconnect Switch Interbase on a meter are as follows but no limited to:

1. Non-payment of an account which has generated 3 collections in a year or
2. Discovery of meter tampering or bypassing or
3. Failure to comply with the Articles of Incorporation, Bylaws, or policies of the Cooperative.

As pursuant to Policy No. 30-210 Disconnection and Reconnection – Non Payment, prior to termination of any account for any reason, other than the discovery of a hazardous situation, two people from the Account Receivable staff will review the account. Once determination has been made that a disconnect is necessary the staff will schedule the disconnect.

Termination of accounts where a hazardous condition exists may be done immediately, and the account will remain disconnected until the hazard is eliminated.

If service has been disconnected, reconnection will be scheduled if the member takes the following steps:

1. The member confirms that the home/service is safe for reconnection.

2. Pays in full all amounts due the Cooperative up to the current meter read, including all collection fees.
3. Corrects hazardous conditions, if applicable.
4. In the case of Cooperative property damage, pays the cost of repairing any Cooperative equipment, which has been damaged, if applicable.
5. Provides the Cooperative with any additional security deposits, pre-payments or guarantees that the Cooperative requires.
6. Agrees to comply with reasonable requirements to protect the Cooperative against further infractions.

When reconnection is authorized, the Cooperative will notify the member, who shall then be responsible for assuring that it is safe to restore power, including removing any hazardous conditions in any structure.

IV. RESPONSIBILITY

The General Manager shall be responsible for implementation of the policy.

ATTESTING:

Secretary

President

Date